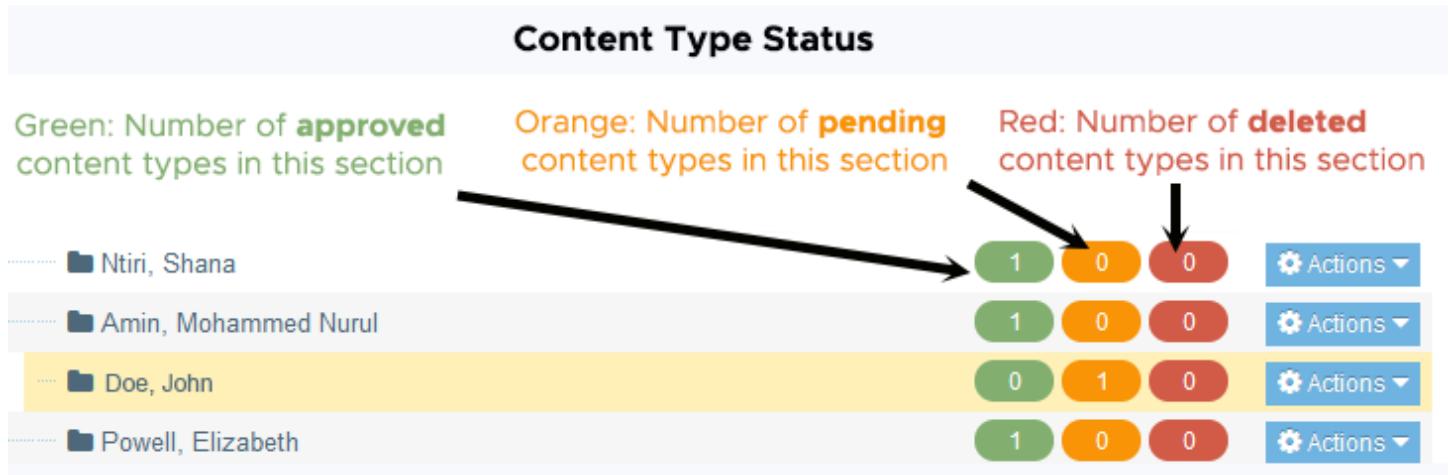


How to Publish Changes

From the Site Structure view, the names are sections (pagers) and the colored circles show the content types within the section (page). In this case, there is one content type – the faculty profile.



When you click your name, you are taken to the General tab of the section by default. This is not where changes are made. To edit your profile, click the Content tab as shown below.

The screenshot shows the 'Edit' page for the 'Doe, John' section. The top navigation bar includes 'TERMINALFOUR', a search bar, and a 'Welcome Andrew' dropdown.

Annotations on the page:

- An arrow points to the 'Content' tab in the top navigation bar, with the text "Click the Content tab".
- An arrow points to the 'Publish section' button in the top right, with the text "Clicking this will **not** send your changes live. You have to **publish the actual content type** which is in the Content tab." (The text is split into two lines for readability.)

The 'Content' tab is selected, showing the following details:

General	Content	Content types	Page layouts	More
General section details				
Name *	Doe, John A			
Status	Approved			
Section options	<input checked="" type="checkbox"/> Show in navigation <input type="checkbox"/> Archive section <input type="checkbox"/> eForm section			

If the content type is orange and says Pending as shown below, the content was saved in T4 but not approved. Only approved content is sent live. Note: Clicking the blue Publish Section button will not send your changes live. It will send the page live but not the updates since they are pending.

Section » configure sections and their associated content

Currently editing: University of Maryland Baltimore » SOM » Home » Faculty » Profiles » Sync » John Doe

 Duplicate branch

 Publish section

General Content Content types Page layouts More ▾

Content in this section

Enable automatic ordering

Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date	Actions	Lock
	John Doe  SOM Faculty Profile	36.1	 Pending	April 21, 2021 4:26 PM	N/A		

Showing 1 to 1 of 1 entries

Pending status indicates changes have been made and saved in T4, but have not been approved. Only approved content gets published.

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To approve the changes you've made to your faculty profile, click your name or click Actions then Edit. When the content type is open, click the green Publish button as shown below. Doing so saves your work in T4 AND approves the content.

Content » new content

Clicking "Publish" saves your changes in T4 AND approves the update.
The changes you made will appear on the live web page in 10 minutes or less

 Preview

 Publish

General Content Channels Options History Linked Content

Content type : SOM Faculty Profile

Name * John Doe 

Additional Title
Note: If you want to save your work but not publish live, click the blue Saves Changes button at the bottom of the page.

The Content screen will reload and your content type will be green and say approved. The changes you made will publish to the live web page in 10 minutes or less.

Section » configure sections and their associated content



Currently editing: University of Maryland Baltimore » SOM » Home » Faculty » Profiles » Sync » John Doe

[Duplicate branch](#) [Publish section](#)

General Content Content types Page layouts More ▾

Content in this section

Enable automatic ordering ×

[Undo last action](#) [Undo all actions](#) [Bulk actions ▾](#) [+ Create content](#)

Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date	Actions	Lock	Unpublish
+	John Doe 	37.0	Approved	April 22, 2021 10:28 AM	N/A	 Actions ▾		

Showing 1 to 1 of 1 entries

The content went from orange Pending to green Approved.
The changes will publish to the live web page in 10 minutes or less.

◀ 1 ▶

If after 10 minutes your changes are not live, click the refresh button (F5 on a PC). If the changes are still not showing up, check to make sure the green Approved button is showing under Status. If it is, try clearing your cache. Doing so pulls a “fresh” version from the web server.

The following web page has instructions on how to clear your cache on a Windows computer.

<https://clear-my-cache.com/en/windows.html>